



HEADQUARTERS
CIVIL AIR PATROL - NORTHEAST REGION
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1 May 2012

MEMORANDUM FOR: The Director of Personnel for each NER Wing

FROM: NER Director of Personnel

SUBJECT: NER Personnel Action Submissions

I. Personnel Action Package:

- A. Please assure all signatures required are either on the document or on eServices.
- B. Please use the following computer file name format when generating a PDF or Word Doc file: CAPForm Number_Wing_Last Name_Action
Examples:
CAPF2_NJWG_Smith_LtCol (showing grade being promoted to not current grade)
CAPF2A_NJWG_Smith_Save Ribbon
CAPF12_NJWG_Smith_Citizenship
CAPF24_NJWG_Smith_Level_V
CAPF120_NJWG_Smith_MSA
CAP120_NJWG_123_Unit_Citation
- C. review scanned documents for legibility. Suggestions for darkening light documents:
 - 1. Copy pages first on a darker setting to make them darker before scanning.
 - 2. Scan on black and white settings, not color or gray scale.
- D. Please send the completed package to NER DP ascheidly@ner.cap.gov and forms@ner.cap.gov

II. Promotion Package Instructions: (separate posting)

III. Do not hesitate to relay any questions or concerns you may have.

IV. Please pass these procedures on to your subordinate units and commanders.

Anna O. Scheidly

Lt Col Anna O. Scheidly, CAP
NER Director of Personnel